



Cora J. Belden Library

Draft Minutes

**Library Board of Trustees
Cora J. Belden Library
Meeting of Monday, June 8, 2015**

Present: Patricia Beyer, Susan Coogan, Wendell Coogan, Lynn Ptak, Eliana Thomen

Absent: Kelly Cushing

CALL TO ORDER

Chair Beyer called the Monday, June 8, 2015 meeting of the Library Board of Trustees to order at 7 pm in the Program Room, Cora J. Belden Library, 33 Church Street, Rocky Hill, CT.

1. Public Comment
There was no public comment.
2. Approval of Minutes, November 10, 2014

Member Ptak made a motion to approve the Minutes of the November 10, 2014 meeting of the Library Board of Trustees. The motion was seconded by Member Ptak. Members Susan Coogan, Wendell Coogan, Lynn Ptak and Eliana Thomen voted in favor. Chair Beyer abstained (was not present at meeting).

3. Library Budget

Library Director Mary Hogan reviewed the 2015/2016 Library budget request. The majority of the budget is basically the same as the previous year. Salaries increase due to contractual obligations. Copiers are now being paid for centrally. The town budget was approved by the Town Council in May. The approved budget should be posted shortly on the Town website. The state budget cuts to libraries were mostly restored with the exception of a significant cut to the Connecticut Library Consortium.

4. Library Director's Report

Two longtime staff members Assistant Director Carole Fisher and Office Manager Christine Mullins have retired. They have collectively worked over 50 years at the library. Lindsay Riordan has been hired as Reference Librarian and will be taking over the programming duties. Library Assistant Jennifer Amo has been promoted to Office Manager.

The library is currently planning for new carpeting on the main level to be installed in the fall of 2015. The upstairs adult section of the library will need to be closed for up to two weeks. The lower level children's portion will remain open as access to the staircase and elevator will be available. Some of the new fiction books as well as newspapers and magazines will be moved downstairs as part of a temporary adult reading room. The existing carpet is over 20 years old and is worn.

The library may also be receiving new lighting as well as a new phone system. Both projects would be part of a town-wide public facility upgrade. It is expected that the cost savings derived from the projects will cover the installation costs.

5. Bulletin Board Policy

With the advent of digital signage, it advisable to change the Bulletin Board and Handout Policy to include Digital Signage.

Member Wendell Coogan made a motion to accept Bulletin Board, Digital Signage and Handout Policy. The motion was seconded by Member Susan Coogan and adopted unanimously by those present.

6. Announcements

No Announcements.

7. Adjournment

Member Wendell Coogan made a motion to adjourn the meeting at 7:35 pm. The motion was seconded by Member Ptak and adopted unanimously by those present.

Respectfully submitted,

Mary Hogan
Library Director/Recording Secretary

Bulletin Board, Digital Signage and Handout Policy

Bulletin Boards

The purpose of posting fliers or making handouts available in the Library is to inform people in the community about local educational, cultural and service oriented programs.

The Library will not accept for display or handout commercial, personal, political campaign or profit making information.

Placement of posters is at the discretion of the Library Director, based on space available, time of the event, and length of time the Library has had the material.

The Library will accept handouts of the above types of materials with the same exclusions as above and multiple copies of local newspapers or magazines of an objective nature as space allows.

Placement of handouts is at the discretion of the Library Director, based on space available, time of the event, and length of time the Library has had the material.

Unsolicited items which do not meet the Library's criteria will be discarded. Unauthorized items which have been posted will be removed and discarded.

Digital sign

Information about Library programs and services will be displayed on the Library's digital sign board. Information about Friends of the Library events will also be displayed.

Door Signs

As a general rule, signs will be posted on the door only to inform the public of a holiday closing or emergency closing or of a special library event.

Solicitation of donations

Canisters or other receptacles for the purpose of soliciting monetary donations, other than for the Library, are not permitted.

Note: Items on display or available as handouts do not imply endorsement by the Library or the Town.

Approved by: Library Board of Trustees, June 8, 2015